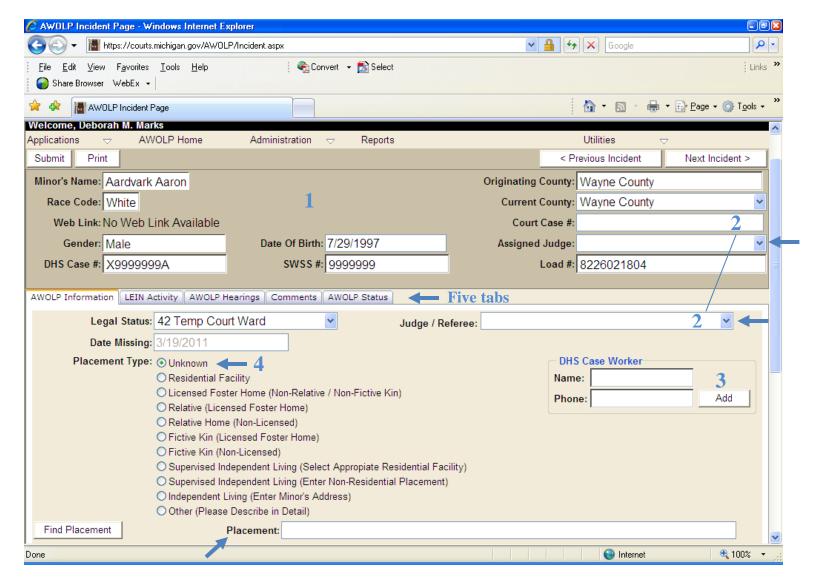


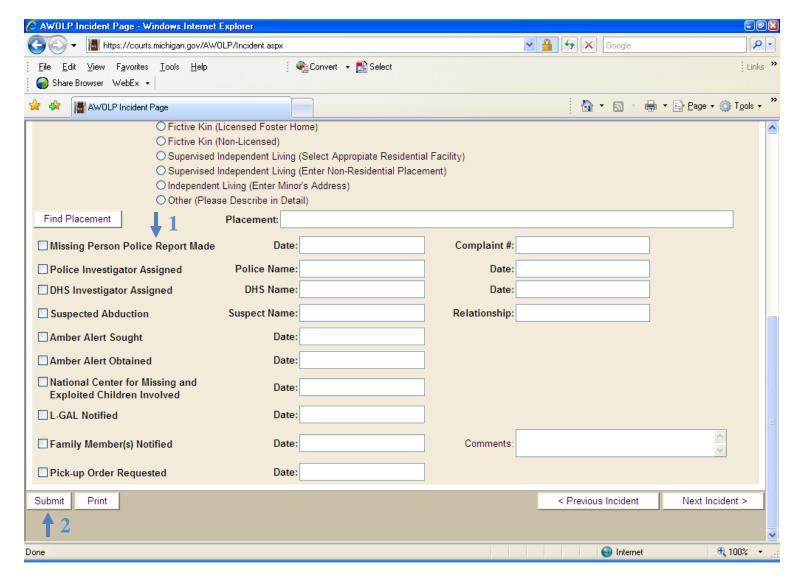
- 1. This area of the screen will display a list of neglect/abuse and dual wards currently considered "AWOLP" in your county. *Note: You do not report on children who are "delinquent only" in this web application. If a delinquent only child's name appears on the list, contact your local DHS office.* Click on a name to open the record.
- 2. The application defaults to displaying information for "New" and "Open" records. Select "Disposed" and click "Change" to see closed records.
- 3. The search feature will allow you to quickly locate records by simply typing in the child's last name.
- 4. You may expand the number of rows displayed by clicking the down arrow and choosing a larger number.



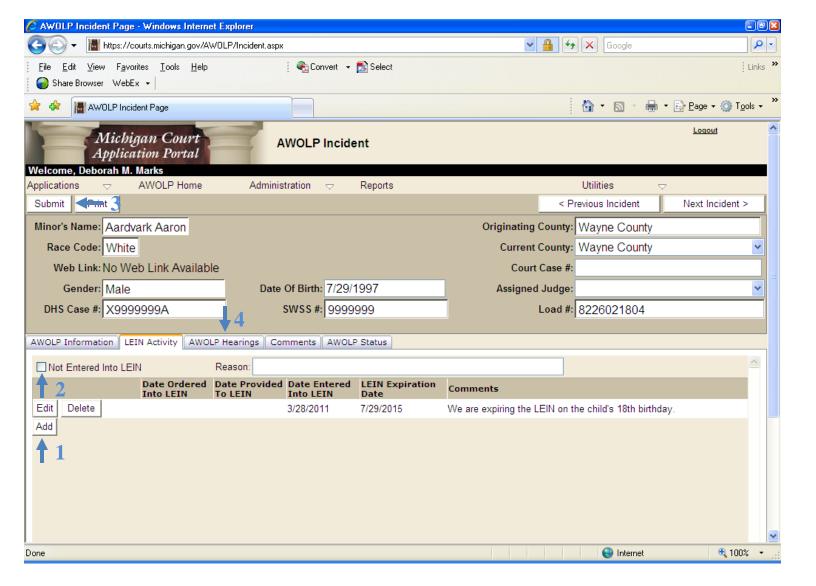
There are five tabs for each record: AWOLP Information, LEIN Activity, AWOLP Hearings, Comments, and AWOLP Status. We will start with AWOLP Information and work our way across from left to right.

- 1. The upper portion of the screen populates from information SCAO receives weekly via spreadsheet from DHS. That information is uploaded essentially three times a month, usually on Mondays.
- 2. Larger counties tend to use the "Court Case #," "Assigned Judge," and "Judge/Referee" fields to help track their cases, but it is not mandatory. Clicking the arrow beside "Assigned Judge" will open the list of family division judges in your county; same with "Judge/Referee."
- 3. DHS case workers and their contact information may be added to assist with case tracking; again, it is not mandatory.
- 4. The Placement Type defaults to "Unknown." You will be providing information about where the child ran from. Depending on which category you choose, the "Placement" box will change. For example, if the youth ran from a residential facility, when you click the radio button in front of "Residential Facility," the box will change to "Residential Facility." You can then make your selection from the drop down options. If you click the radio button in front of "Licensed Foster Home," the box will change to "Child Placing Agency" and an additional field for "Foster Home" will appear. Once you make your selection from the drop down options for the child placing agency, you will be able to select the appropriate foster home.

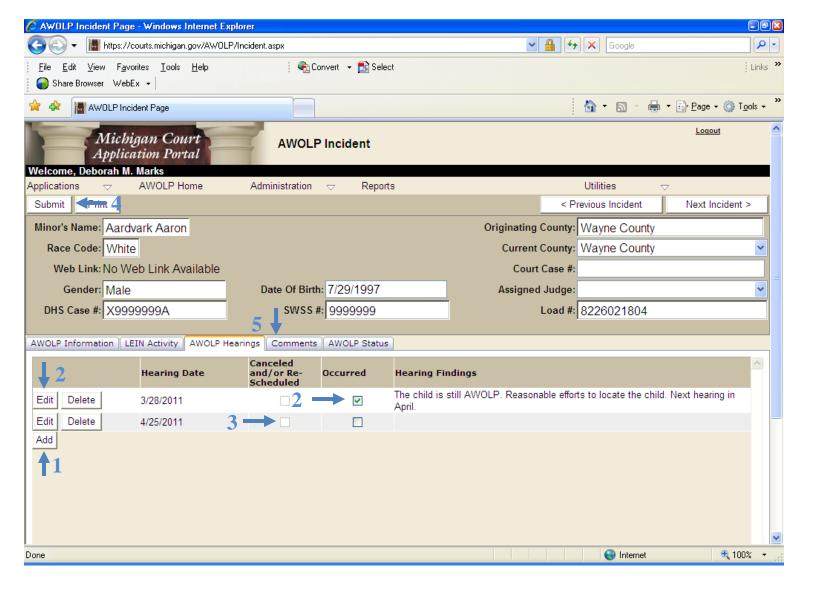
*NOTE:* The bottom section of the screen appears on the next page of this manual.



- 1. The balance of the first screen is dedicated to the various steps a DHS worker must take or at least consider when the child is first identified as AWOLP. In every case, the worker should ensure that a missing person police report is made, that the National Center for Missing and Exploited Children is involved, that the L-GAL and family members are notified, and that a pick-up order is requested.
- 2. Once you have completed this screen, please click submit to save the changes to the record then click the "LEIN Activity" tab to continue.



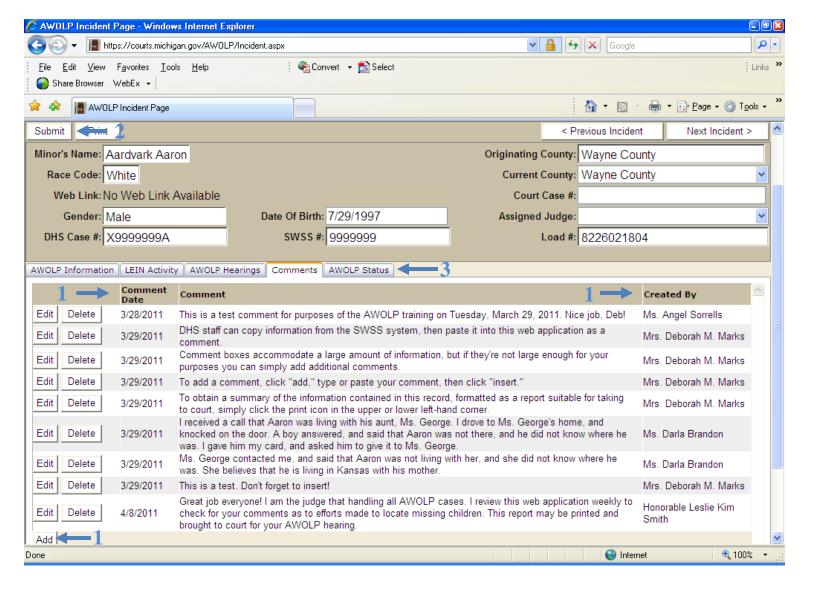
- 1. To add LEIN information, click "Add," type or select the appropriate dates (the "Date Entered Into LEIN" field is mandatory), add any comments you may wish to make, then click "Insert." NOTE: If you forget to click "Insert," none of the information on this screen will be saved.
- 2. Although there are ways to enter all missing persons into LEIN, we understand that some courts do not make the order for older children. If so, please click "Not Entered Into LEIN" and provide the reason.
- 3. Once you have completed this screen, please click submit to save the changes to the record.
- 4. Click the "AWOLP Hearings" tab to continue.



- 1. To add a new AWOLP hearing, click "Add," type or select the appropriate date, then click "Insert."
- 2. After the hearing has occurred, you will use the "Edit" feature to select the "Occurred" box and add hearing findings, then click "Insert." Remember to add the next hearing date using the instructions above.
- 3. If the hearing is canceled or rescheduled, you will use the "Edit" feature to select the "Canceled and/or Re-Scheduled" box and add any comments under hearing findings, then click "Insert." Again, remember to add the new hearing date using the instructions above.

*NOTE:* If you forget to click "Insert," none of the information on this screen will be saved.

- 4. Once you have completed this screen, please click submit to save the changes to the record.
- 5. Click the "Comments" tab to continue.



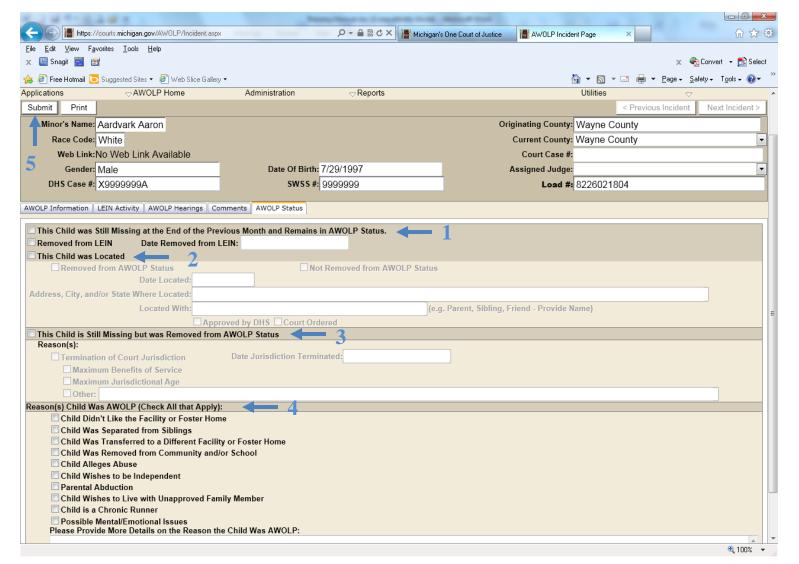
DHS staff can copy information from the SWSS system, then paste it into this web application as a comment.

Comment boxes accommodate a large amount of information, but if they are not large enough for your purposes you can simply add additional comments.

1. To add a comment, click "Add," type or paste your comment, then click "Insert." *NOTE: The name of the person who added the comment appears in the "Created by" column; the "Comment Date" is added automatically.* 

*NOTE:* If you forget to click "Insert," none of the information on this screen will be saved.

- 2. Once you have completed this screen, please click submit to save the changes to the record.
- 3. Click the "AWOLP Status" tab to continue.



- 1. Once a month, on one of the first five business days of the month, you must record that the child was still missing at the end of the previous month and remains in AWOLP status. This box is greyed out all but the first five business days, so if you miss the deadline you must call Child Welfare Services staff at 517-373-8036 to have the box checked on your behalf.
- 2. You may immediately record that a child has been located by clicking the box in front of "This Child was Located." Continue on to record that the child was removed from AWOLP, the date located, the address where located, and with whom they were located.
- 3. You may immediately record that the court has terminated jurisdiction by clicking the box in front of "This Child is Still Missing but was Removed from AWOLP Status." Continue on to record termination of court jurisdiction, the date jurisdiction was terminated, and the reason.
- 4. When the AWOLP incident concludes, please check all reasons why the child was AWOLP. Note that there is a place for adding details or recording additional reasons.
- 5. Once you have completed this screen, please click submit to save the changes to the record. If the child was located the child or the court terminated jurisdiction, the record will no longer appear in the list of active cases. However, you may still access t by selecting "Disposed" cases.